

ePROCUREMENT 8.8

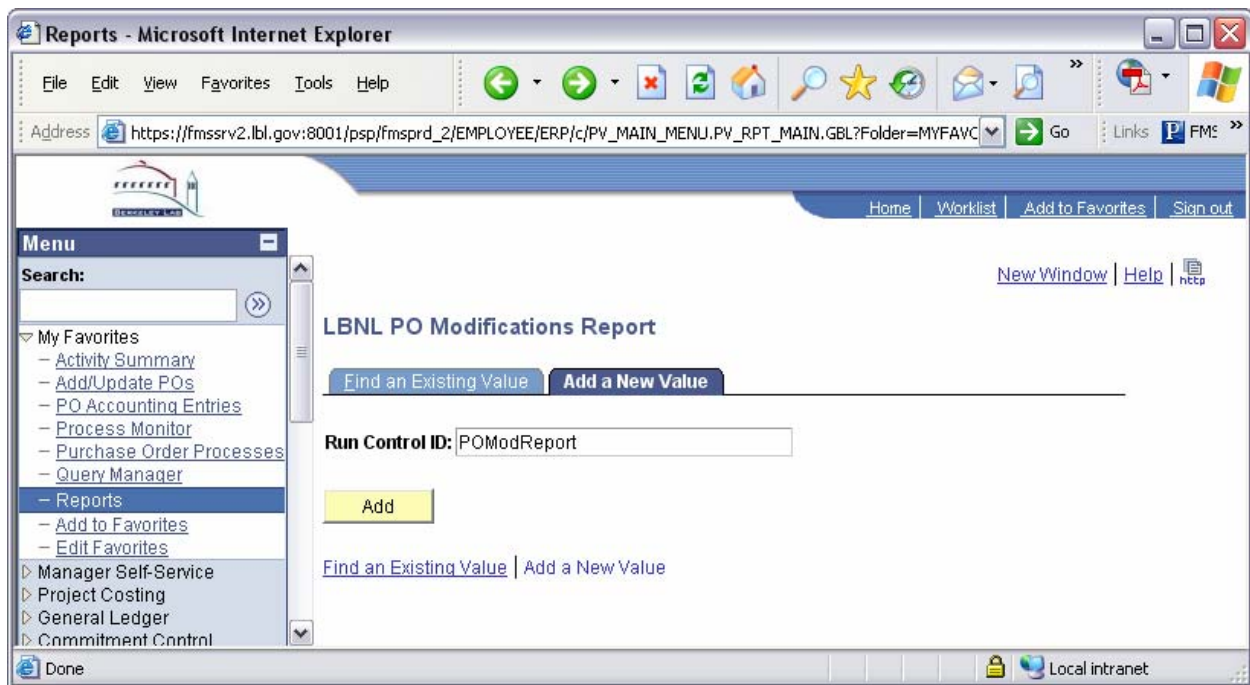
PRINT LBNL PO MODIFICATION REPORT

Printing a PO Modification Report is useful for seeing all information about a PO's modifications.

This topic will show you how to create a Run Control and print a LBNL PO Modification Report.

Create a Run Control (one-time only)

- Click on **eProcurement**.
- Click on **Reports**
- Click **Print LBNL PO Modification Report**.
- Click the **Add a New Value** tab.
- Type in the "Run Control ID:" box: **POModReport**
- Click the **Add** button.
- Click the **POModReport** link.



- In the "Business Unit" box, enter **LBNL**.
- In the "PO ID:" box, enter a **PO number**.
- Click the **magnifying glass** to the right of the "Mod Number" box.
- Click on a **Mod Number**
- Click the **Save** button.

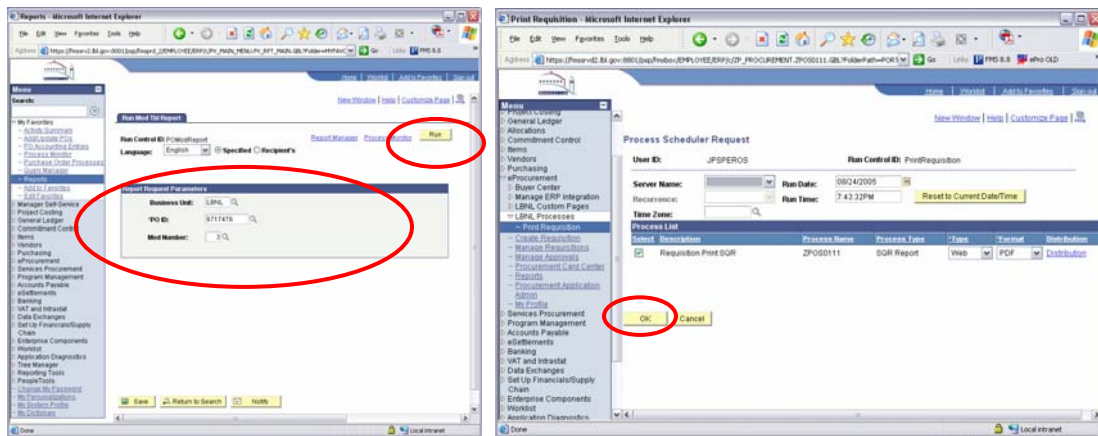
The screenshot shows a web browser window titled "Reports - Microsoft Internet Explorer". The address bar displays a URL from the LBNL system. On the left is a "Menu" sidebar with a search box and a list of navigation items including "My Favorites", "Reports", and various system modules like "Manager Self-Service" and "eProcurement". The main content area is titled "Run Mod Tbl Report" and contains the following fields and controls:

- Run Control ID:** POModReport
- Language:** English (dropdown menu)
- Specified** (selected radio button) and **Recipient's** (unselected radio button)
- Report Request Parameters** section with three input fields:
 - Business Unit:** LBNL (with a magnifying glass icon)
 - PO ID:** 6717476 (with a magnifying glass icon)
 - Mod Number:** 3 (with a magnifying glass icon)

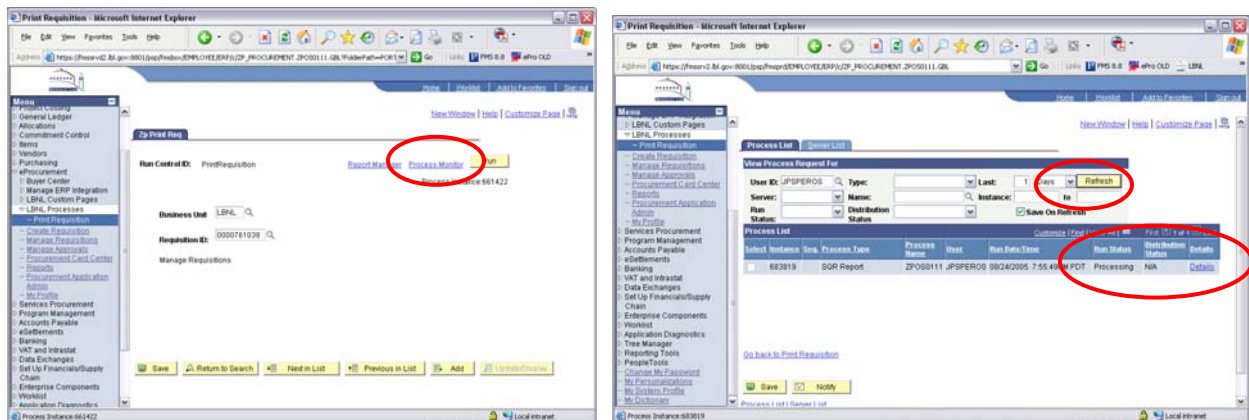
At the bottom of the form are three buttons: "Save", "Return to Search", and "Notify". The browser's status bar at the bottom shows "Done" and "Local intranet".

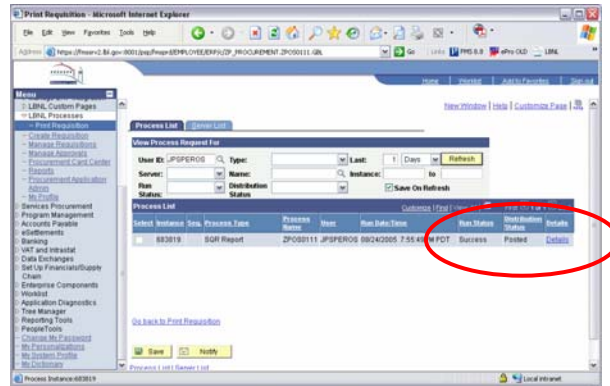
Print the LBNL PO Modifications Report for a PO

- Click on **eProcurement**.
- Click **Reports**.
- Click **Print LBNL PO Modification Report** link.
- Click the **Search** button.
- In the "PO ID:" box, enter a **PO number**.
- Click the **magnifying glass** to the right of the "Mod Number" box.
- Click on a **Mod Number**
- Click the **Run** button.
- On the Process Scheduler Report screen, click the **OK** button.



- This takes you to back to the Print Req screen. Click on the **Process Monitor** link.
- On the *Process Monitor* screen wait for the "Run Status" to say "Success" and the "Distribution Status" to say "Posted." Click the **Refresh** button every 30 seconds to see the progress.
- When the statuses are "Success" and "Posted," click the **Details** link.





- On the next screen, click on the **View Log/Trace** link.

Print Requisition - Microsoft Internet Explorer

Address: https://fmssrv2.lbl.gov:8001/psp/fmsprd/EMPLOYEE/ERP/c/ZP_PROCUREMENT.ZPOS0111.GBL

Menu

- Commitment Control
- Items
- Vendors
- Purchasing
- eProcurement
 - Buyer Center
 - Manage ERP Integration
 - LBNL Custom Pages
 - LBNL Processes
 - Print Requisition
 - Create Requisition
 - Manage Requisitions
 - Manage Approvals
 - Procurement Card Center
 - Reports
 - Procurement Application Admin
 - My Profile
 - Services Procurement
 - Program Management
 - Accounts Payable
 - eSettlements
 - Banking
 - VAT and IntraStat
 - Data Exchanges
 - Set Up Financials/Supply Chain
 - Enterprise Components
 - Worklist
 - Application Diagnostics
 - Tree Manager
 - Reporting Tools
 - PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

Process Detail

Process

Instance: 683819 Type: SQR Report

Name: ZPOS0111 Description: Requisition Print SQR

Run Status: Success Distribution Status: Posted

Run

Run Control ID: PrintRequisition

Location: Server

Server: PSUNX

Recurrence:

Update Process

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☐ Delete Request

☐ Restart Request

Date/Time

Request Created On: 08/24/2005 7:55:55PM PDT

Run Anytime After: 08/24/2005 7:55:49PM PDT

Began Process At: 08/24/2005 7:56:15PM PDT

Ended Process At: 08/24/2005 7:57:00PM PDT

Actions

[Parameters](#) [Transfer](#)

[Message Log](#)

[Batch Timings](#)

[View Log/Trace](#)

OK Cancel

Process Instance: 683819

- On the *View Log/Trace* screen click the link ending in **.PDF**
- An Adobe Acrobat window will launch with the requisition which you can print.

Print Requisition - Microsoft Internet Explorer

Address: https://fmssrv2.lbl.gov:8001/psp/fmsprd/EMPLOYEE/ERP/c/ZP_PROCUREMENT.ZPOS0111.GBL

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View Log/Trace

Report

Report ID: 675870 Process Instance: 683819

Name: ZPOS0111 Process Type: SQR Report

Run Status: Success

Distribution Details

Distribution Node: fmssrv2-SSL Expiration Date: 09/23/2005

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,576	08/24/2005 7:57:00.000000PM PDT
zpos0111_683819.PDF	5,916	08/24/2005 7:57:00.000000PM PDT
Trace File	24	08/24/2005 7:57:00.000000PM PDT

Distribute To

Distribution ID Type: User Distribution ID: JPSPEROS

Return

Process Instance: 683819